



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

Completion of Shell Oil's Federal Excise Tax Exemption Certificate

The Office of Foreign Missions (OFM) recently learned that Shell Oil has informed a number of its diplomatic customers that it is requiring the completion of a Federal Excise Tax "Blanket Exemption Certificate" from all members of the foreign mission and international organization community who hold active tax-exempt credit card's with Shell Oil.

It is the practice of Shell Oil to authorize tax-exempt accounts for a maximum of 3 years, after which all such accounts must be renewed or terminated. The completion of this certificate is a way for Shell Oil to quickly renew accounts that were initially authorized by OFM. This expedited option is not available to foreign missions, international organization, or their members that were not initially approved for a tax-exempt credit card with Shell Oil by OFM. (DS-99 "Application for Diplomatic Exemption From Taxes on Gasoline")

Therefore, upon the expiration of such accountholder's Shell Oil credit card, **all foreign mission and international organization clients** wishing to maintain their current tax-exempt accounts must complete, in the following manner, Shell's Federal Excise Tax "Blanket Exemption Certificate":

- **All** foreign mission and international organization accountholders must mark the certificate's 3rd box, labeled "***For use by Official of United Nations Personnel.***"
- All such accountholders must then provide their personal identification (PID) number in the space labeled "***Identification Number.***" Foreign missions and international organizations that hold official gasoline credit cards must include the PID number of the representative responsible for the card's activity.
- Lastly, the accountholder must sign and date the certificate and return it directly to Shell Oil.

OFM does not maintain copies of Shell Oil's Federal Excise Tax "Blanket Exemption Certificate." If an accountholder is in need of the certificate, they should contact a Shell Oil Customer Service representative.

This notice is available on the OFM website at www.state.gov/ofm/.

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